

UNITED STATES COURT OF FEDERAL CLAIMS

VACANCY ANNOUNCEMENT

POSITION: CHIEF DEPUTY CLERK FOR OPERATIONS

DATE: March 13, 2003

CLOSING DATE FOR RECEIPT OF APPLICATIONS: April 14, 2003

SALARY: JSP 15 (Depending upon qualifications and experience \$94,914 - \$123,388)

The United States Court of Federal Claims is accepting applications for the position of Chief Deputy Clerk for Operations.

Position Overview

The Chief Deputy Clerk is a senior-level management position and reports directly to the Clerk of Court, assisting in organizational planning, management of operations, and the development and implementation of office procedures. Responsibilities include implementing programs, and procedures with regard to the case management and docketing functions for 24 judges and seven special masters. Ensures that time and performance quality standards are met. Oversees all case management activity inside and outside of the court, including telephonic and written inquiries from the public on a daily basis. Oversees the receipt, handling, preparation, maintenance, storage, and control of all official and quasi-official records and materials received in, created by, or processed through the Clerk's office. Directs the creation, preparation, and submission of statistical data which reflect the workload of the Clerk's office and which monitor the progression of cases through the court. Recommends changes to enhance the overall capability and productivity of the total organization. Develops budget for the operations unit. Develops short and long-range plans for the operations unit, working with other court units to ensure changes can be implemented with minimal disruption. Manages execution of implementation plans in the operations unit for case management functions. Establishes operating procedures. Makes recommendations to other court units regarding the development of software applications, case information, and retrieval of data. Establishes training in case management and docketing functions. Responsible for development of training manuals for subordinate supervisors and line personnel.

Qualifications

The successful candidate should be a leader, motivator, mature, highly organized, possess tact, good judgment, poise, initiative, and maintain a professional appearance and demeanor at all times. Ability to work harmoniously with others is required. Candidates must be able to balance the demand of varying workload responsibilities and deadlines.

Prospective candidates must possess the following: completion of a Bachelor's or Master's degree in public or business administration or related field or a law degree; a minimum of three years of general experience and three years of specialized experience, and at least one year of experience at or equivalent to the JSP 14 level. Candidates must have a performance history that demonstrates proven skill in managing limited resources against multiple demands, strong organizational prioritizing and

problem solving skills, and solid oral and written communication skills. Federal court experience preferred.

Information for Applicants

Applicants must be U.S. citizens or eligible to work in the United States. The United States Court of Federal Claims is an Equal Opportunity Employer. Employees are subject to a one-year probationary period. The successful candidate for this position is subject to a criminal history background check and credit report. Applicants selected for interviews must travel at their own expense. Relocation expenses will not be reimbursed. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.

Send cover letter with seven copies of detailed resume, including salary history and three references to:

Margaret M. Earnest
Clerk of Court
United States Court of Federal Claims
717 Madison Place, NW
Washington, DC 20005